

FACULTY SIGN-UP

https://tigertravel.via-trm.com/client/non_sso_sign_in



WHAT IS YOUR PURPOSE?

**Submit a Faculty
Traveler Application
for an Approved
Program**

**Submit a New
Faculty-Led Program
Proposal Application**

Create your Tiger Travel account using your FHSU email and a password using the unique sign-up/sign-in link above.

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Go to the "Programs" menu and search "Fort Hays State." Click on the program for which you want to apply.

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Click "Apply Now."

Search for title: "For Faculty Leaders: Study Abroad Program Proposal."

Faculty Leaders only have to complete the "Traveler Info." Faculty Travelers must complete the entire program application.

Click "Apply Now."

Click "Submit." Wait for your traveler application to be approved by the Faculty Leader. You will receive an email notification.

Click "Submit." Wait for your program proposal application to be approved by the Provost, General Counsel, and Study Abroad Office.

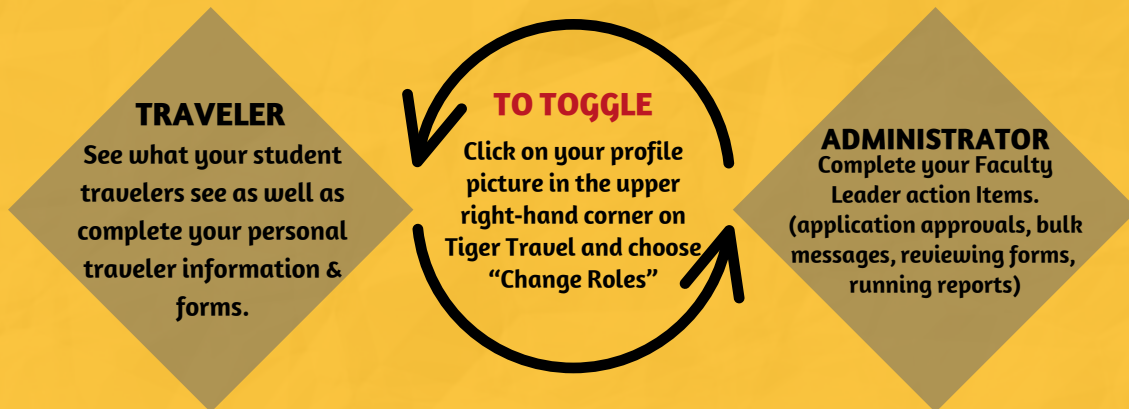
Faculty Leaders will have ONE Tiger Travel account. You will be able to toggle from your Traveler dashboard to your Admin dashboard.

Faculty Leaders will receive an email notification when their program proposal has been approved.

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As a Faculty Leader, you will be able to toggle between your "traveler role" dashboard and your "administrator role" dashboard



Q + A FOR FACULTY LEADERS

Q: Do Faculty Leaders have to complete a traveler application for the program they are leading?

A: Yes, Faculty Leaders and all accompanying faculty need to submit a "traveler" application for the program they are leading. HOWEVER, Faculty Leaders only need to complete the "Traveler Information" section, not the entire application.

Q: What required forms do Faculty Leaders need to complete on Tiger Travel?

A: There are four forms that are required for Faculty Leaders:

- 1) FHSU Travel Waiver
- 2) Pre-Travel Documents (copies of passport, driver's license, travel insurance policy)
- 3) Health & Wellness Contingency Plan
- 4) Final Travel Roster and Scholarship Recipient Form

Q: How do faculty leaders find their respective programs in the Program Directory on Tiger Travel?

A: In the Programs menu, search Fort Hays State. All faculty-led programs are listed under FHSU.